

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail College
Watrous Town Office, Heritage Room
Watrous, SK
May 21, 2014 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Martin Chicilo, Leon Winkel, Sommer MacLeod, Roland Hamlin, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager and Recorder Sheri Ulrich

TO ORDER: The Chairperson called the meeting to order at 10:15 a.m.

The Chairperson welcomed the two newly appointed Trustees, Ms. Sommer MacLeod and Mr. Roland Hamlin. Introductions were made.

AGENDA: The agenda was reviewed.

Motion 05-14-59: Dominguez, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the April 16, 2014 regular meeting were reviewed.

Motion 05-14-60: Chicilo, that the April 16, 2014 regular meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson noted that five trustees will be attending the ACCC Annual Conference in Ottawa along with four staff.

The Chairperson noted that Tom Weeger, Cumberland CEO, is interested in running for the ACCC Board. The election will take place at the ACCC AGM next week.

The Order In Council stating the reappointment of Chairperson Hepp and Trustee Dominguez to the Board for an additional three-year term, as well as the appointment of Trustees MacLeod and Hamlin for a three-year term, was received for information.

ASRC UPDATE

The CEO reviewed the proposed amendments to the ASRC Bylaws and Constitution. The proposed changes are intended to ensure that ASRC is an inclusive organization that values all governors and includes them in an annual voting process.

CEO REPORT

Continuous Board Agenda 2014-2015

The CEO reviewed the Continuous Board Agenda for the 2014-2015 fiscal year.

Motion 05-14-61: Winkel, that the Board approves the 2014-2015 Continuous Board Agenda as presented.

Carried.

Two days will be scheduled during the first week in October for Pacific Institute training. Proposed dates will be emailed.

SLT joined the meeting at 11:00 a.m.

DIRECTOR OF FINANCE REPORT

The Director of Finance's report was reviewed.

Director Insurance

The Director of Finance is currently in discussions with our insurance agent to review and ensure the Director's insurance is sufficient and up to date.

Revenue and Expense Summary

The revenue and expense summary was received for information. Discussion followed surrounding the level of unrestricted operating surplus. The Director of Finance will prepare a comparison chart of reserves for Regional Colleges for the June meeting.

2014-2015 Capital Plan

The Director of Finance presented the 2014-2015 Capital Plan including a listing of ranked projects. Discussion followed surrounding the Punnichy project and its high priority.

2014-2015 Business Plan

The CEO reviewed the Business Plan and noted that the meeting with the Ministry went very well. The Director of Finance reviewed the memo explaining the move to the Public Sector Accounting Board method from the Fund Accounting method. In terms of the old accounting method, the operational budget would be balanced. Using the new PSAB method, the deficit is \$924,440.

Motion 05-14-62: Bergerman, that the Board approves the 2014-2015 Business Plan including the 2014-2015 Budget, Program Plan and Human Resources allocation, as presented.
Carried.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report was reviewed.

The Director of Programs updated the Board on the accident and fatalities that happened this weekend on George Gordon's First Nation and noted that the student services team was on site offering support to our students.

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration's report was reviewed.

The meeting recessed for lunch at 12:15 p.m.

SLT departed the meeting at 1:07 p.m.

Continuation of Leadership – Policy and Procedure 3.26

The CEO reviewed the updated policy and the new procedure for the continuation of leadership.

Motion 05-14-63: Winkel, that the Board approves the Continuation of Leadership Policy and Procedure as presented.
Carried.

Board Governance Health Check – Summary

The CEO reviewed the results of the Governance Health Check that was completed in April.

Motion 05-14-64: Dominguez, that item “c” of #12 of the Governance Health Check form be removed for future use.
Carried.

Balanced Scorecard Discussion

The CEO reviewed the Balanced Scorecard and noted that several measures will be reported in the fall when the data will be available. The balanced scorecard will be used in the CEO evaluation.

New Board Member Orientation Plans

The CEO and Chairperson will meet with the two new Board members and go through the orientation package immediately following today's meeting.

Chicilo departed the meeting at 1:55 p.m.

Conflict of Interest Disclosures

The CEO reviewed the Annual Declaration of Potentially Conflicting Interests form that the Board members were asked to complete and bring to the June meeting.

The CEO provided background information surrounding the letter addressed to the Board regarding a potential perception of conflict of interest concerning a staff member. It was decided that the CEO will track this matter carefully and report back to the Board annually.

Board / Staff Appreciation Golf Tournament and Barbeque

The CEO invited the Board members to the Board/Staff Appreciation Golf Tournament and Barbeque at Manitou Beach on June 13, 2014.

Board/CEO Evaluation Process

The CEO asked that the Board members complete the on-line survey monkey evaluation by May 31st. The survey will be emailed to each Board member. Soparlo Consulting will join the Board and CEO at the June meeting to review the Board evaluation and to finalize the CEO evaluation. Upon completion of the CEO evaluation, the Board will present it to the CEO.

OTHER

Next Meeting Date

Regular Meeting and AGM - June 17, 2014 in the Humboldt Office, Room #152
Board/Staff Appreciation Golf Tournament and Barbeque at Manitou Beach, June 13, 2014

Information Items

The following items were received for information purposes:

- Reconciled March payments
- Updated Board Member List
- Certificate Recipients – Governor Development & Certification Program
- Newspaper Articles – College New Logo and Slogan, Watrous PN Facility Grand Opening
- Updated Year-end Celebration Chart

Board Meeting Self-Assessment

The Board members completed a self-assessment of today's meeting and provided their responses to the CEO for compilation.

In-Camera Session with CEO

Motion 05-14-65: Dominguez, that the meeting moves into an in-camera session at 2:40 p.m.
Carried.

The CEO departed the meeting at 2:55 p.m.

Motion 05-14-66: Bergerman, that the meeting moves back into regular session at 3:00 p.m.
Carried.

Adjournment

Motion 05-14-67: Dominguez, that the meeting adjourn at 3:01 p.m.
Carried.

Chairperson

Recorder